



City of Long Beach
DEPARTMENT OF HUMAN RESOURCES
ALCOHOL & DRUG USE POLICY STATEMENT &
CONDITIONS OF EMPLOYMENT
(Administrative Regulation 36-3/Personnel Policy 1.10)

TO BE COMPLETED BY EMPLOYEE

It is the policy of the City of Long Beach to provide a healthy and safe work environment free from problems related to alcohol, illegal drugs, or any other substance that would interfere with the employee's safe and effective job performance.

All employees shall comply with the following conditions of employment:

- Employees shall not consume alcohol, be under the influence of alcohol, or possess an open container of alcohol, or unlawfully manufacture, distribute, dispense, possess, or use illegal drugs while at City work locations or elsewhere during work hours, during meal and rest periods, while in or operating City vehicles or equipment, while wearing clothing which identifies the individual as a city employee, while foreseeably subject to being called to duty, or at any time which would interfere with the employee's safe and effective job performance. Exceptions pertaining to alcohol may be allowed while performing an approved police task.
- Employees shall notify their supervisor before beginning work when using, before or during work, drugs, medications, or any other substance that the employee believes could foreseeably interfere with the employee's and effective job performance or operation of a City vehicle or equipment.
- Employees may be required to take a drug and/or alcohol test if there is a reasonable suspicion of violation of this policy.
- Employees who are convicted of any violation of a criminal drug law occurring in the workplace must notify their department head within five calendar days of such conviction.
- Employees who enter City work locations shall be subject to inspections, searches, and seizures as allowed by law when there is reasonable suspicion of violation of this policy.
- Employees may be required by their department to comply with additional terms and conditions of employment not specified above in accordance with Federal, State and City laws, regulations and procedures.

Employees needing help in dealing with an alcohol or drug related problems are encouraged to call the City's confidential Employee Assistance Program at (562) 570-4100.

Employees who are in violation of this policy shall be required to satisfactorily complete the Employee Assistance Program and/or, if appropriate, may be subject to disciplinary action, up to and including termination from employment.

My signature on this form certifies I have received and read this Alcohol and Drug Use Policy Statement and Conditions of Employment and that I will abide by this policy and conditions of employment printed above.

This does not constitute a waiver of any individual bargaining unit member's constitutional rights.

Employee Name (Print)

Employee Signature

Date